

# Vendor Guidelines:

**Registration:** All vendors are required to register to attend the MBExpo. Register at [www.minorityaffairs.wv.gov](http://www.minorityaffairs.wv.gov) . Each person attending will have to register. There is *no onsite registration*.

**Exhibit Booth Information:** Exhibit setup is from *8:00 a.m. -9:45 a.m.* Individual exhibit areas are 10 x 10 with 6' tables with 2 chairs being provided to your company at no cost. The height for the exhibit area is 25'. As a vendor you will need to bring your own table cover and anything additional that you would like to display on your table. Pop-up banners are welcome. Outlet use is available at your own expense of **\$35.00**. Wi-Fi is also available at your own expense of \$10.00 for 56K, \$25.00 for 128K, \$50.00 for 256K, and \$80.00 for 512K. Individuals can direct pay the Civic Center for outlet and Wi-Fi use on or before *Thursday, October 13, 2016* by contacting Event Coordinator Joe Varney at 304.345.1500.

**Employment opportunities:** As an exhibitor your company/organization has the opportunity to display your job applications in your exhibit area.

**Liability:** Neither the Herbert Henderson Office of Minority Affairs nor the Charleston Civic Center are liable for damage, loss, or destruction of exhibits left unattended.

**Removal of Exhibits:** Exhibits must be fully dismantled and removed from the venue by 7:00 pm on Wednesday, October 26, 2016.

**Outside Food and Beverage Policy:** *No* outside food or beverage items are allowed.

**Prize Drawings:** Exhibitors may conduct prize drawings from their booths to increase booth traffic and collect business contact information. Exhibitors are responsible for managing their own drawings. Winners can be announced during the meal-time general session and during the networking social if proper prior notice is provided to conference organizers. Conference organizers are not responsible for notifying winners or delivering prizes.

**Goods and Services:** The sale, advertisement, or display of goods/services for the sole purpose of fund-raising is prohibited.

**Care of Exhibit Space and Facility:** The affixing of anything to cloth draping's, walls, floors, windows, elevators, pillars, ceilings, or plants is strictly prohibited. Damages to exhibit space and/or the facility arising by failure to observe this rule shall be paid by the exhibitor.